

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington, DC 20408



DATE: October 22, 1975

RE: TO: NRIC
ATTN: OF:

SUBJECT: Privacy Act Statements for Standard Forms
93, 522, 523, 523A, and 523B

All Standard and Optional Forms Liaison Representatives

Statements required by the Privacy Act of 1974 are being forwarded
to you for Standard Forms 93, 522, 523, 523A, and 523B.

Please reproduce and distribute these Privacy Act Statements as
needed throughout your agency.

Donald K. Hansen

For: JRA A. PENN
Chief, Information
Control Branch

Attachment



PRIVACY ACT STATEMENTS

Approved by the Interagency
Committee on Medical Records
and the Office of General
Counsel, General Services
Administration.

SF-523A

The Joint Commission on the Accreditation of Hospitals and Public Law 89-97 (Medicare), requires the voluntary information requested on SF-523A. A uniform medical record format must be available recording the patients clinical course. The form is used as a receipt for, and as a certificate of release of a deceased body at a morgue. If specifically ordered, the physician will describe the condition of the remains. Standard Form 523A will remain in the deceased medical file and will only be released through a court order, subpoena, or statute.

SF-522

The Joint Commission on the Accreditation of Hospitals and Public Law 89-97 (Medicare), requires voluntary information requested on SF-522. A uniform medical record format must be available recording the patients clinical course. The form is used for providing identity of the operation or procedure, statement of request, and signatures authorizing anesthesia and/or the operation. Failure to complete this form will prevent the patient from being given anesthesia or having an operation performed. Standard Form 522 will remain in the patients medical file and will only be released through court order, subpoena, or statute.

SF-523B

The Joint Commission on the Accreditation of Hospitals and Public Law 89-97 (Medicare), requires the voluntary information requested on SF-523B. A uniform medical record format must be available recording the patients clinical course. The form is used for providing authorization for tissue donation of the deceased. Tissue cannot be donated unless information is provided. Standard Form 523B will remain in the deceased medical file and will only be released through a court order, subpoena, or statute.

SF-93

The Joint Commission on the Accreditation of Hospitals and Public Law 89-97 (Medicare), requires the voluntary information requested on SF-93. A uniform medical record format must be available recording the patients clinical course. The form is used in conjunction with medical examinations. If the form is not filled in a medical examination may be denied. The social security number will be used as part of a filing system to provide easy location of the medical record. Social security numbers are never duplicated, names are often duplicated, adding confusion in locating the medical record. Standard Form 93 will remain in the patients medical file and will only be released through a court order, subpoena, or statute.

SF-523

The Joint Commission on the Accreditation of Hospitals and Public Law 89-97 (Medicare), requires the voluntary information requested on SF-523. A uniform medical record format must be available recording the patients clinical course. The form is used to authorize physicians in attendance at a medical facility to perform a complete autopsy. Failure to complete this form will prevent the performing of an autopsy on the remains. Standard Form 523 will remain in the deceased medical file and will only be released through a court order, subpoena, or statute.